

NUMBER: 620

SUBJECT: LEAVE OF ABSENCE

APPROVAL OF LAST REVISION: NOVEMBER 23, 2015

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620.1 – POLICY

Students expecting extended absences from school should request a Leave of Absence (LOA). A LOA is a temporary interruption in a student's program of study. A LOA may not be less than seven calendar days or exceed 180 calendar days within a 12-month period. An additional LOA for extenuating circumstances beyond the students' control may be approved with supporting documentation. When requesting a LOA, students must offer Bridgerland Technical College (BTECH) a reasonable expectation that he or she will return to school by providing the reason for the request in writing on the LOA request form.

620.2 – PROCEDURE

1. Complete the LOA request form:

Forms are available at the Student Services Office or on the BTECH student portal. Students must apply for the LOA in advance unless unforeseen circumstances prevent them from doing so. In the event of an unforeseen circumstance, students may submit the request for a LOA at a later date but must provide third-party documentation supporting the reason(s) they were unable to submit the request in advance.

2. Submit the request to the Student Services Office for processing:

All LOA's must be approved by the student's supervisor/instructor, the Financial Aid Office (where applicable)*, and the Student Services Office.

3. Students will receive an acceptance or denial email communicating the final decision:

If the LOA is approved, a schedule change fee of \$10 will be posted to the student account. Upon returning, students must re-enroll/check-in with Student Services before returning to class.

*** Students receiving the Federal Pell Grant please note:** Any change in enrollment will affect the status of a student's financial aid and may result in an overpayment (or delay in payment) of federal funds. Students should visit with the Financial Aid Office to determine how a LOA will affect their award.